



## Department of Energy

Washington, DC 20585

November 20, 2000

### MEMORANDUM FOR DISTRIBUTION

FROM:   
Joseph Arango, Facility Representative Program Manager (S-3.1)

SUBJECT: Facility Representative Program Performance Indicators Quarterly Report

The Facility Representative Program Performance Indicators (PIs) Quarterly Report is attached, covering the period from July to September 2000. Data for these indicators are gathered by the Field elements quarterly per the Facility Representatives Standard, DOE-STD-1063, and reported to Headquarters Program Offices for evaluation and feedback in order to improve the Facility Representative Program. The definitions of the PIs from the Standard are also attached for your use in evaluating the data.

As part of our continuing efforts to improve the usefulness of these indicators, we have included expanded detail for the staffing PI starting with this quarter's report. The report now shows indicators for the staffing analysis results, the approved Full Time Equivalent (FTE) staffing level, and the actual number of personnel assigned.

You will note that the indicators show a particularly high level of attrition from the program during this most recent quarter (16 people total). Over the last year, the average attrition from the program was approximately 17%. However, of the people that left the program over the past year, approximately one quarter of the people were promoted to new positions and approximately one half of the people took lateral positions within the Department or transferred to a Facility Representative position at another Department site. The remaining quarter of the people left the Department for various reasons. Field Element Managers should take necessary steps to ensure departing Facility Representatives are replaced in a timely manner. Secretarial Officers/Administrators should monitor the number of positions filled with qualified personnel to ensure that adequate Facility Representative coverage is provided.

I intend to continue to provide this summary information to you quarterly. These PIs provide valuable measures of the effectiveness of the Facility Representative Program across the complex. These indicators should be used to guide future actions to correct weaknesses and further strengthen the role of the Facility Representatives in the Department goal of conducting work safely.

Current Facility Representative information and past quarterly reports are accessible via the Internet at our website. Should you have any questions or comments on the website or this report, please do not hesitate to contact me at 202-586-7599.

Attachments



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- Facility Representative Program Quarterly Report  
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## Facility Representative Program Performance Indicators (3QCY2000)

Ops Office	Area Office	Staffing per Analysis		FTEs	Actual Staffing	% Staffing	Attrition	% Core Qual	% Full Qual	% Field Time	% Oversight Time **
AL	AAO	14.5		11	8	55	1	100	100	40	70
AL	CBFO	1		1	1	100	0	100	0	60	65
AL	KAO	21		9	9	43	0	67	56	25	35
AL	LAO	17		17	10	59	0	70	60	38	73
CH	AMES	1		1	1	100	0	100	100	25	90
CH	ARG-E	5		5	5	100	0	100	80	40	85
CH	ARG-W	3		3	1	33	1	100	100	49	87
CH	BHG	5		5	5	100	1	60	60	60	85
CH	FERMI	2		2	1	50	1	100	100	40	60
CH	PPPL	1		0.5	1	100	0	100	100	50	75
ID	OPS	17		*	17	100	0	100	100	40	74
NV	OPS	9		9	8	89	2	100	50	37	60
OAK	OPS	10		7	4	40	4	75	25	30	60
OH	FERN	6		6	6	100	0	100	100	40	78
OH	MEMP	4		4	4	100	0	100	100	53	75
OH	WVDP	2		3	3	150	0	100	100	52	61
OR	EM	26		19	16	62	0	75	69	50	70
OR	NE	5		4	4	80	0	75	75	66	90
OR	ORNL	5		2	2	40	0	100	100	74	86
OR	Y-12	12		10	4	33	2	75	75	48	70
ORP	-	7		7	7	100	0	100	86	36	63
RF	FIELD	12		12	11	92	1	73	73	55	75
RL	OPS	20		20	19	95	3	100	100	48	79
SR	OPS	43		43	42	98	0	90	81	48	74
<b>Totals:</b>		<b>248.5</b>		<b>200.5</b>	<b>189</b>	<b>76</b>	<b>16</b>	<b>84</b>	<b>76</b>	<b>46</b>	<b>73</b>
<b>DOE Goals:</b>				-	-	100	-	-	>75	>40	>60

\* No approved staffing plan

\*\* % Oversight Time includes % Field Time

## **Facility Representative Program Accomplishments**

- Mark Brown, an Office of River Protection Facility Representative, conducted a surveillance which revealed an inadequate Unreviewed Safety Question (USQ) screening which did not consider a significant potential energy source (1000 gal propane tank) adjacent to tank farm safety related systems. The contractor completed a subsequent USQ screening and declared a potential inadequacy in the safety analysis.
- A Richland Operations Office Facility Representative noted missing cotter pins for tie-down chains on T-hoppers which weigh in excess of 7 tons when full. If the tie-downs would have come off, the T-hoppers could have made the trailer unstable or come off of the trailer potentially dumping  $\text{UO}_3$  powder and creating an off-site incident.
- An Ohio Field Office Facility Representative for T Building at Miamisburg reviewed the critique report from SW Building and determined that the wrong glove for gloveboxes had been installed likely leading to the inadvertent tearing away of the glove while in operation. This had not been properly discovered in the original critique.
- A Chicago Operations Office Facility Representative participated in the Yucca Mountain integrated safety management system verification.
- A West Valley Project Office Facility Representative and a Savannah River Operations Office Facility Representative participated in the Los Alamos Area Office Program Self-Assessment.
- A Y-12 Area Office Facility Representative found repeated improper large geometry exclusion area controls while reviewing operating decontamination areas. The repeated deficiencies involved improper material storage bag closure and missing material categorization. Container geometry is controlled to preclude the inadvertent gathering of fissile material contained in solutions.
- Karl Hugo, an Idaho Nuclear Technology and Engineering Center Facility Representative, identified several safety deficiencies mostly related to coordination between construction and operations as well as work control and safety permitting early in the CPP-606 boiler replacement project. Despite a tight schedule and limited budget, his oversight resulted in the contractor implementing significant ES&H improvements, and construction was completed on time without any major injuries.
- A Savannah River Operations Office Facility Representative identified a site concern with the lack of defined protocol for supervisory verification of nuclear safety control steps. The contractor is currently revamping the protocol for such verifications.
- Savannah River Operations Office Facility Representatives identified weaknesses with the Job Hazards Analysis program which are now being addressed by the contractor.
- A Savannah River Operations Office Facility Representative provided direction and oversight of a contractor task team chartered to identify suspect compression fittings and components that contain teflon sealing compounds. Suspect compression fittings were identified and deficiencies were corrected by August 31, 2000.

STAFFING			
TYPE	INDICATOR NAME	HOW TO CALCULATE	GOAL
DOE-wide	% Staffing	Number of FacRep positions filled ----- Number of FacRep positions *	100% of [#FacReps]  * per DOE-STD-1063-2000 staffing analysis
	-- Staffing analysis positions -- Approved FTE staffing -- Actual filled staffing		
DOE-wide	Attrition	Number of FacReps leaving the program this quarter.	N/A

TRAINING AND QUALIFICATION			
TYPE	INDICATOR NAME	HOW TO CALCULATE	GOAL
DOE-wide	% of FacReps Core Qualified	Number of FacReps Core Qualified ----- Number of FacReps	None specified
DOE-wide	% of FacReps Fully Qualified	Number of Fully Qualified FacReps ----- Number of FacReps	Greater than 75%

FULFILLING THE FACILITY REPRESENTATIVE ROLE			
TYPE	INDICATOR NAME	HOW TO CALCULATE	GOAL
DOE-wide	% Field Time (FacRep % time spent in the plant/field on plant walkthroughs, surveillances, assessments, etc.)	Average number of hours spent in the plant/ field this quarter ----- Number of available work hours this quarter*	Greater than 40%  * Denominator only includes number of hours expected by DOE-STD-1063-2000, if the FacRep is a part-time FacRep.
	Overtime/comptime hours count in both the numerator and denominator		
DOE-wide	% Oversight Time (FacRep % time spent performing contractor oversight which includes time in plant/field as above, and procedure reviews at desk, ORPS activities at desk, etc.)	Average number of hours FacReps spend performing contractor oversight this quarter ----- Number of available work hours this quarter*	Greater than 60%  * Denominator only includes number of hours expected by DOE-STD-1063-2000, if the FacRep is a part-time FacRep.
	Overtime/comptime hours count in both numerator and denominator		

FACILITY REPRESENTATIVE PROGRAM ACCOMPLISHMENTS			
TYPE	INDICATOR NAME	HOW TO CALCULATE	GOAL
DOE-wide	Accomplishments	Any accomplishments of note during the quarter	None specified